

FIGURE 1

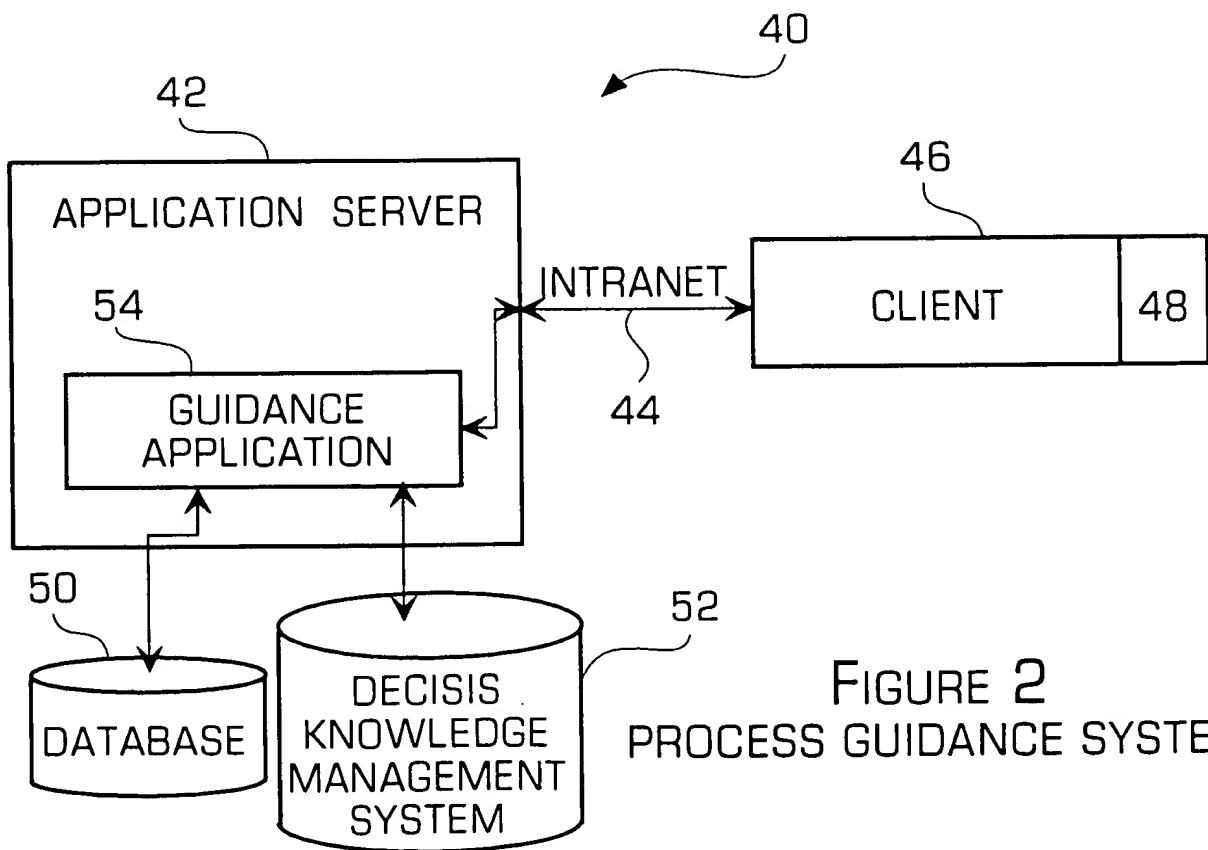


FIGURE 2
PROCESS GUIDANCE SYSTEM

DATABASE SERVERS

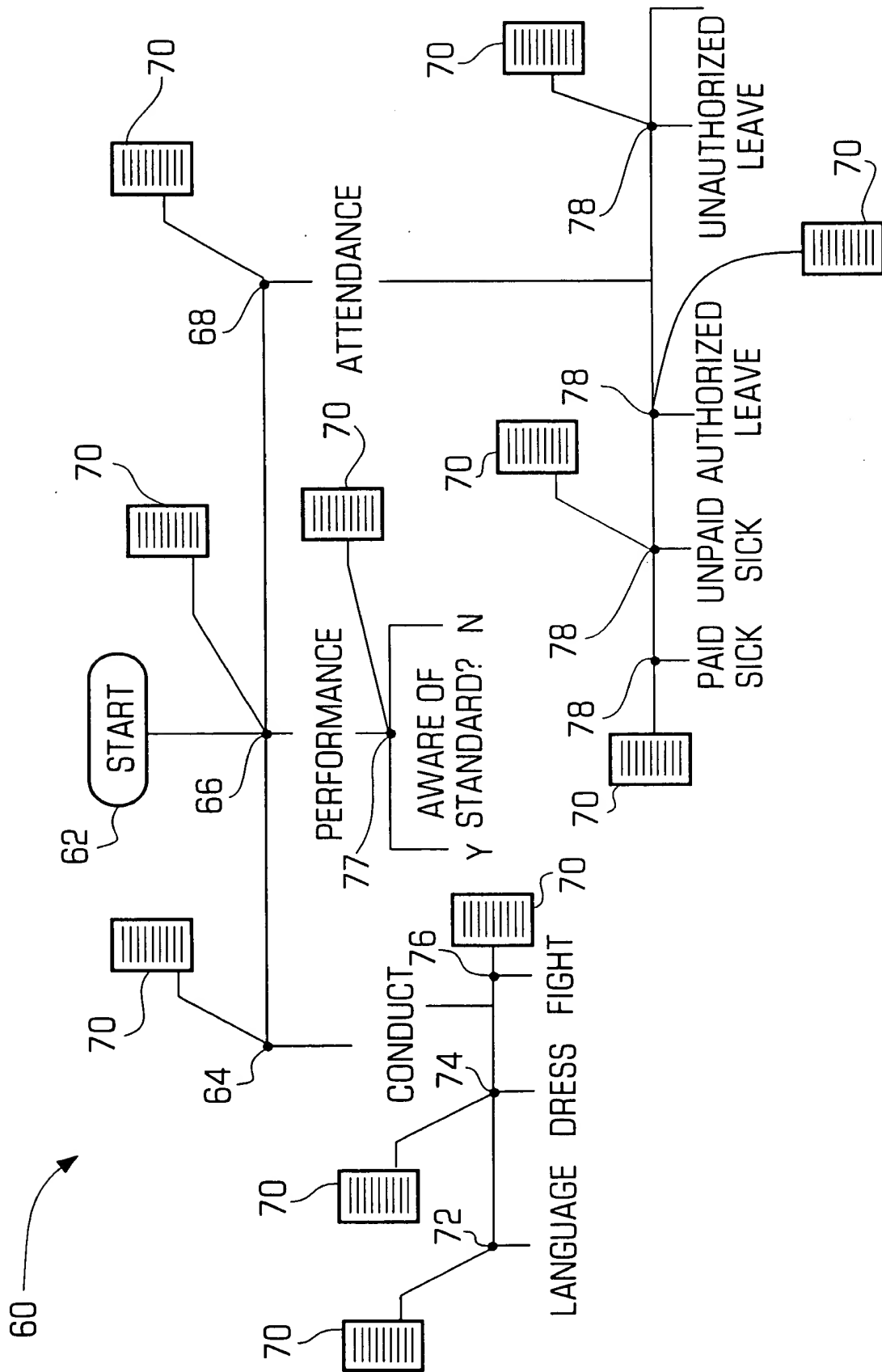


FIGURE 3

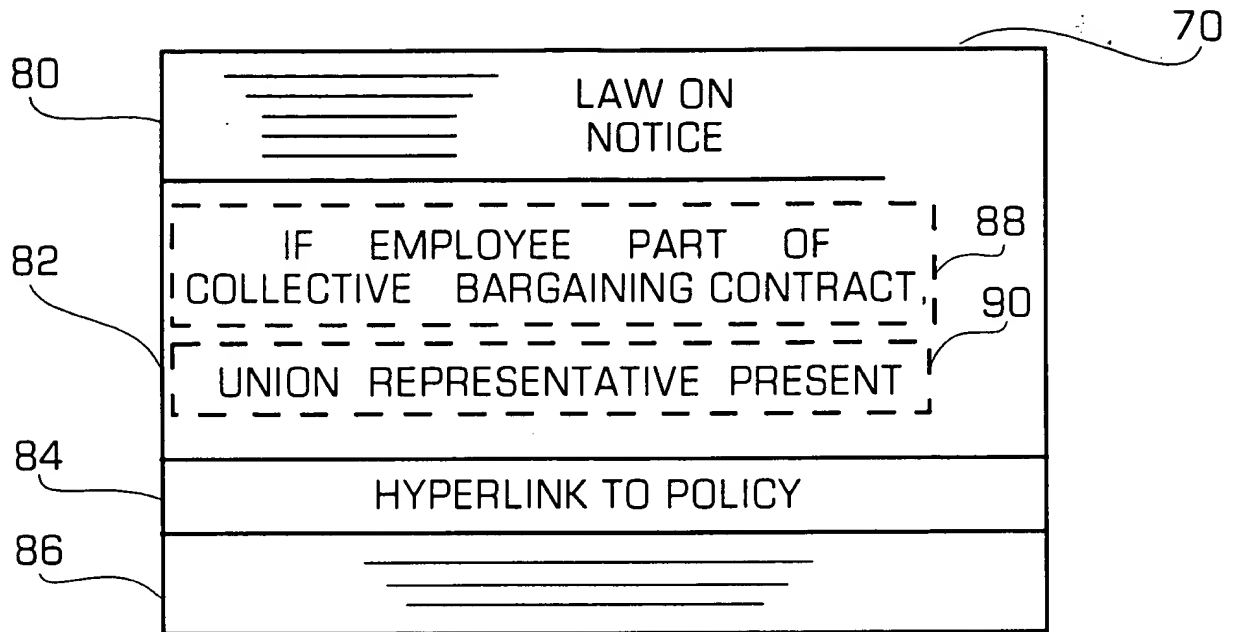


FIGURE 4

FAMILY MEDICAL LEAVE ACT

100					
102					
	>1250	WHO SICK	HOW LONG		
FED LAW				X-NO	
STATE LAW					X-ALLOW
COMPANY POLICY		X-NO			
COLLECTIVE BARGAINING CONTRACT		X			
	MOST DISCRIMINATORY → LEAST DISCRIMINATORY				

101 {

FIGURE 5

4/19

ATTENDANCE MANAGEMENT
SAMPLE SCREEN #1

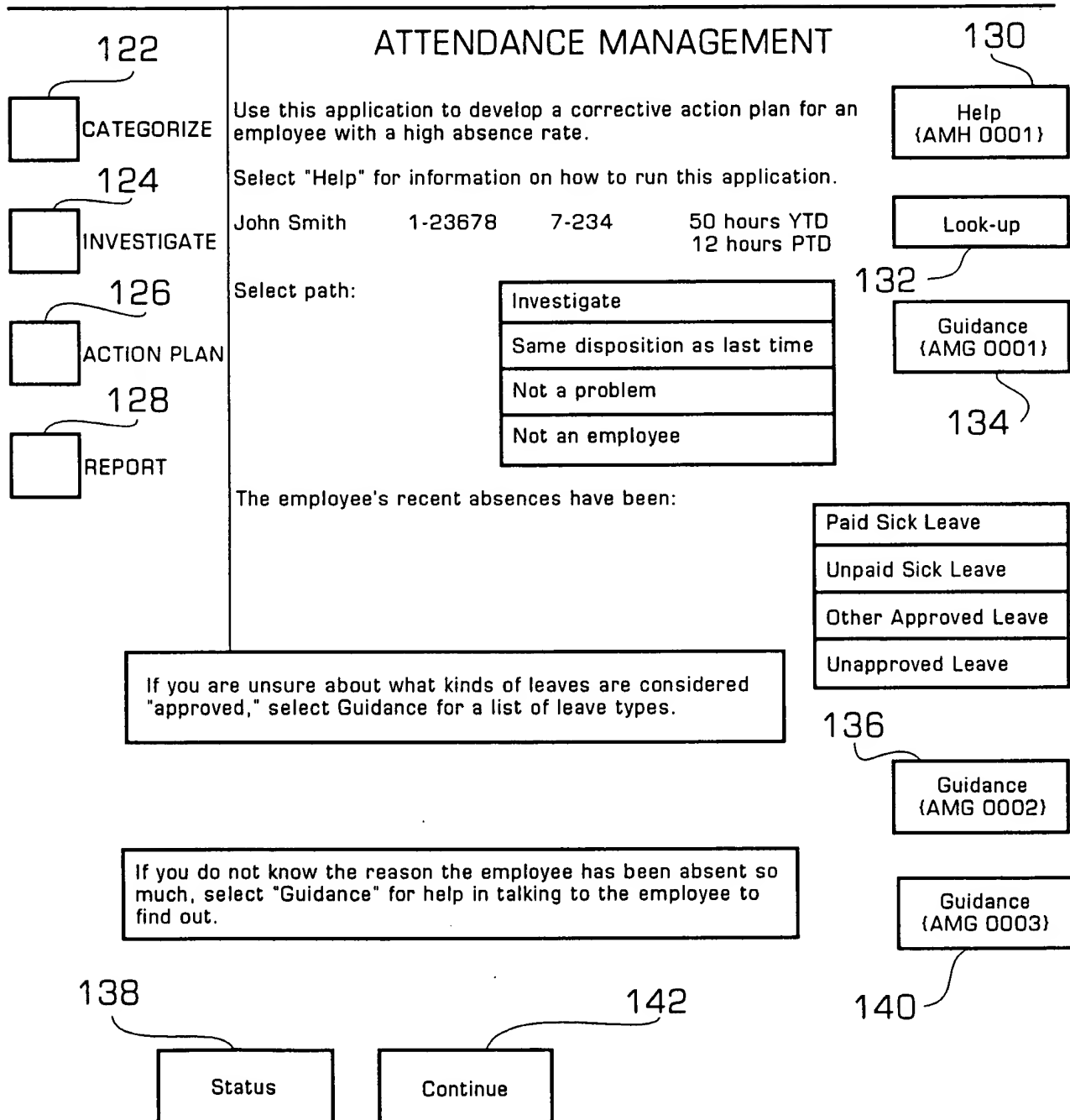


FIGURE 6

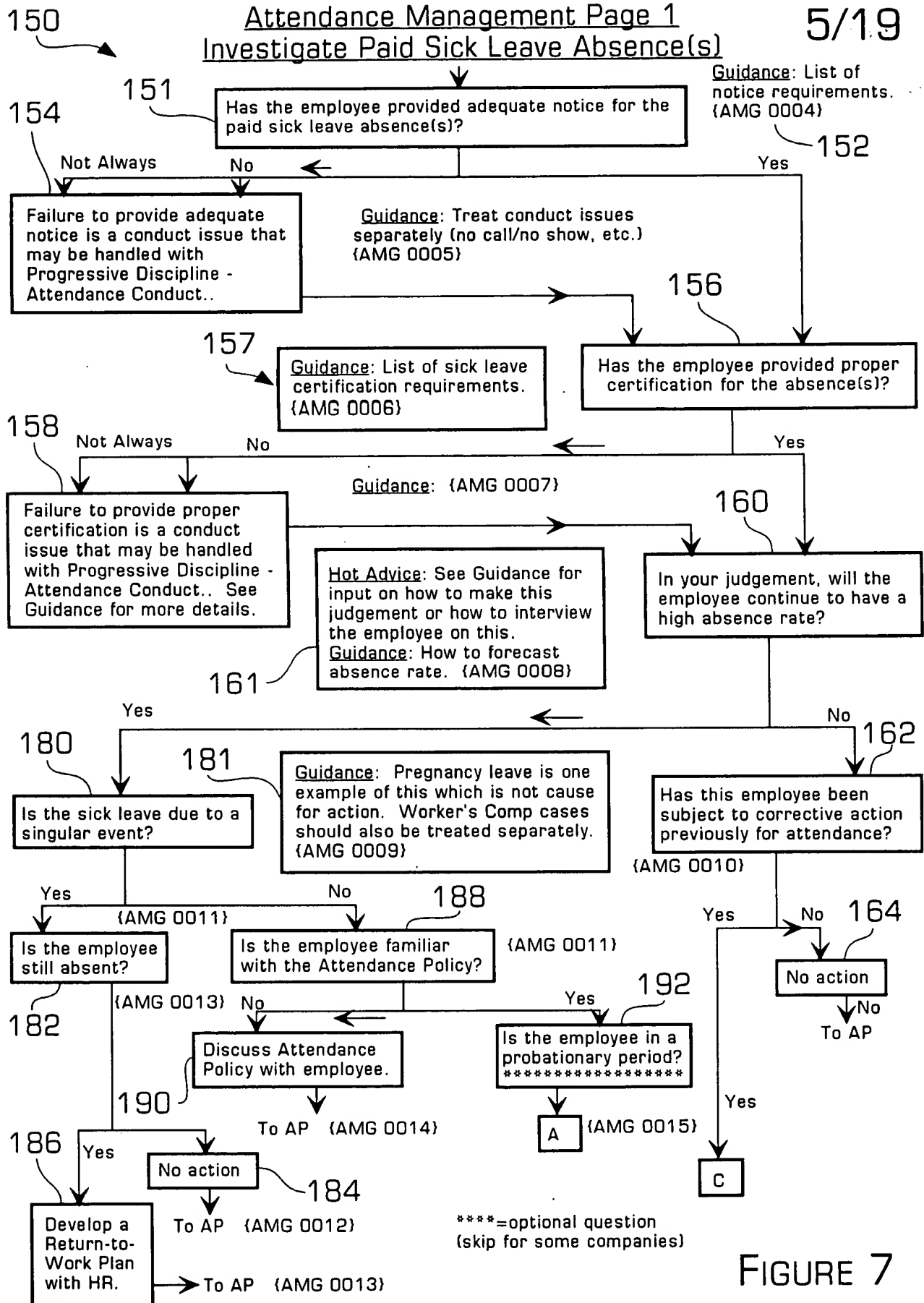


FIGURE 7

6/19

Page 2.
Attendance Management
Investigate Paid Sick Leave Absence(s), Cont.

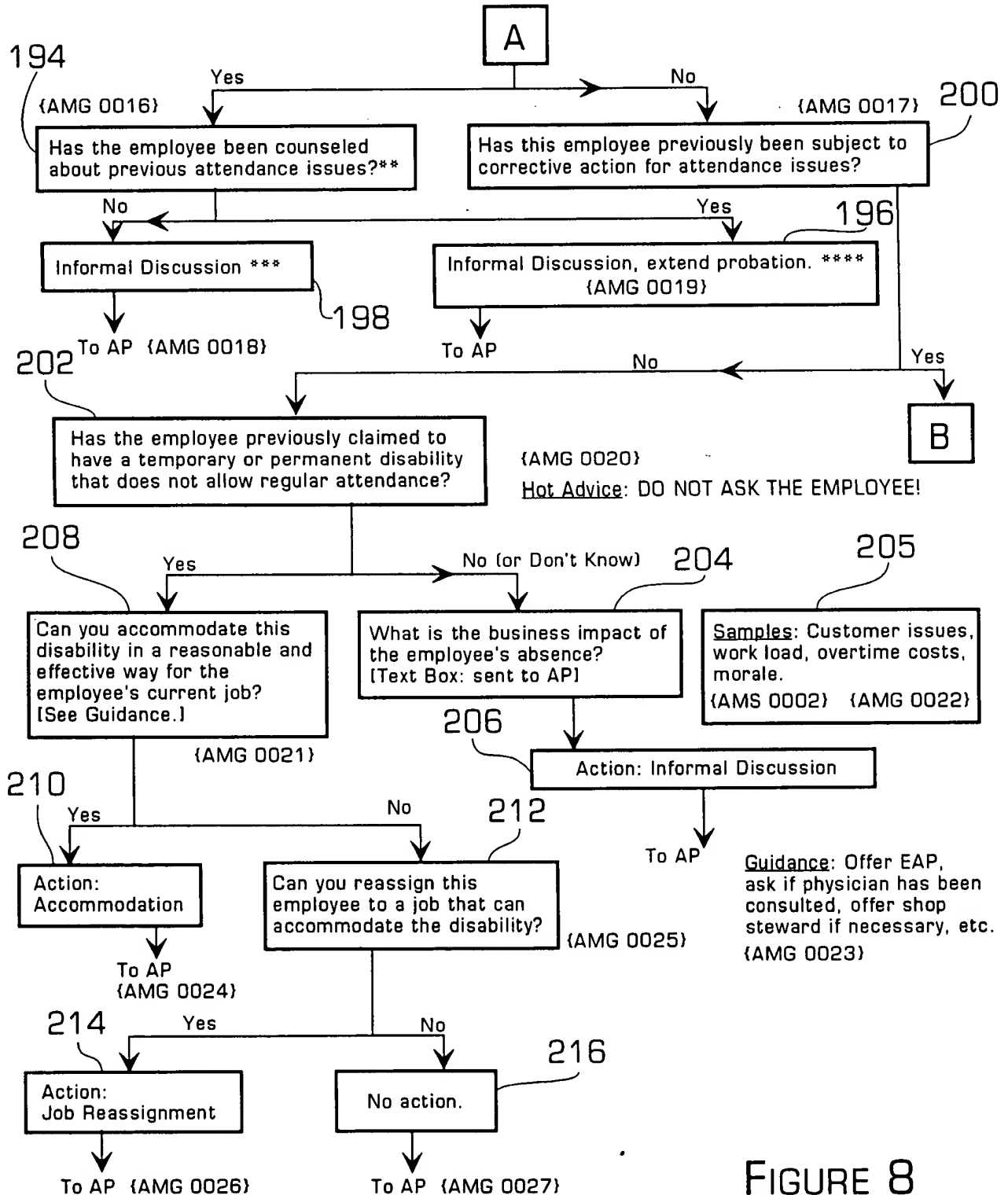


FIGURE 8

7/19

Page 3

Attendance Management
Investigate Paid Sick Leave Absence(s). Cont.

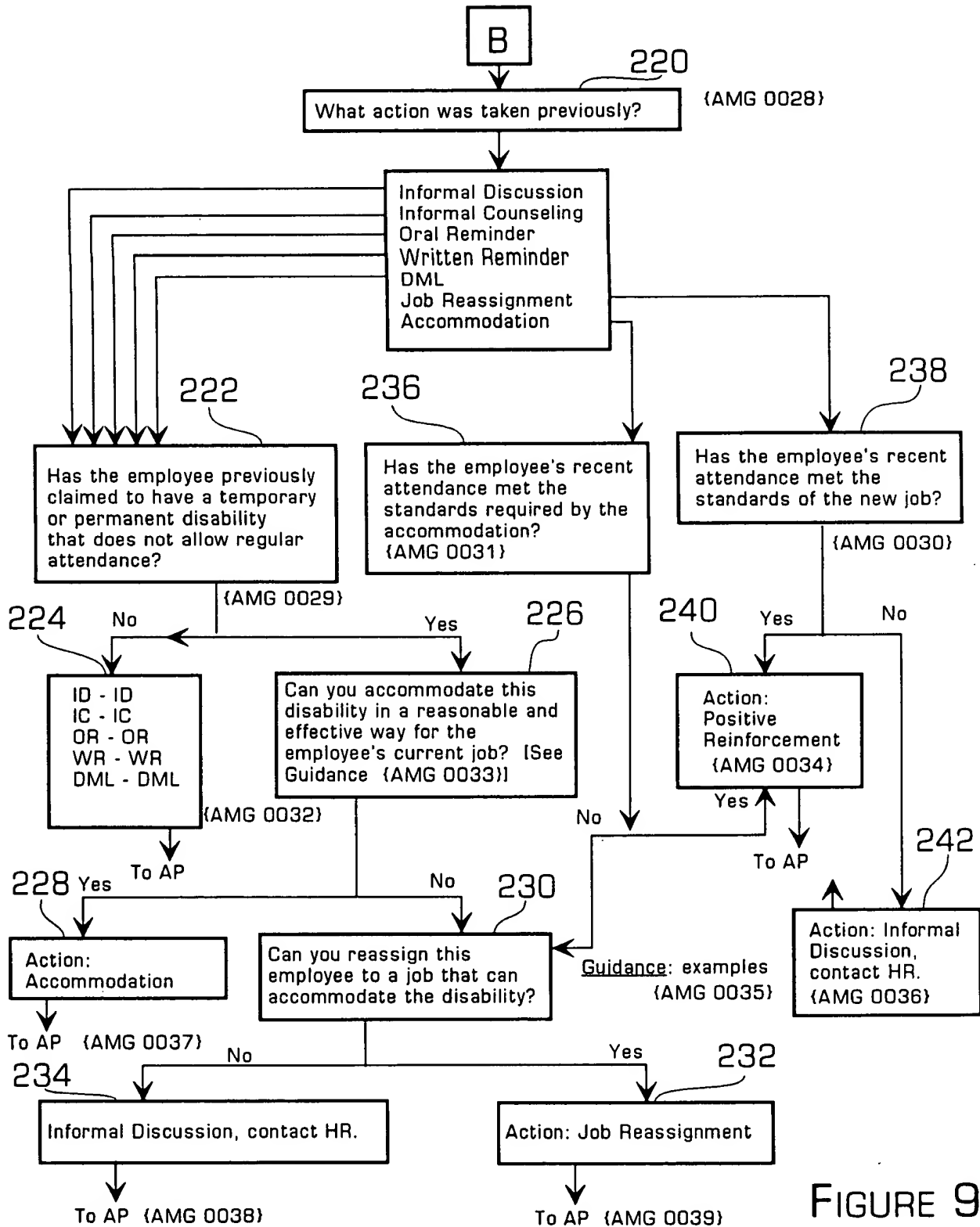


FIGURE 9

8/19
Page 4
Attendance Management
Investigate Paid Sick Leave Absence(s). Cont.

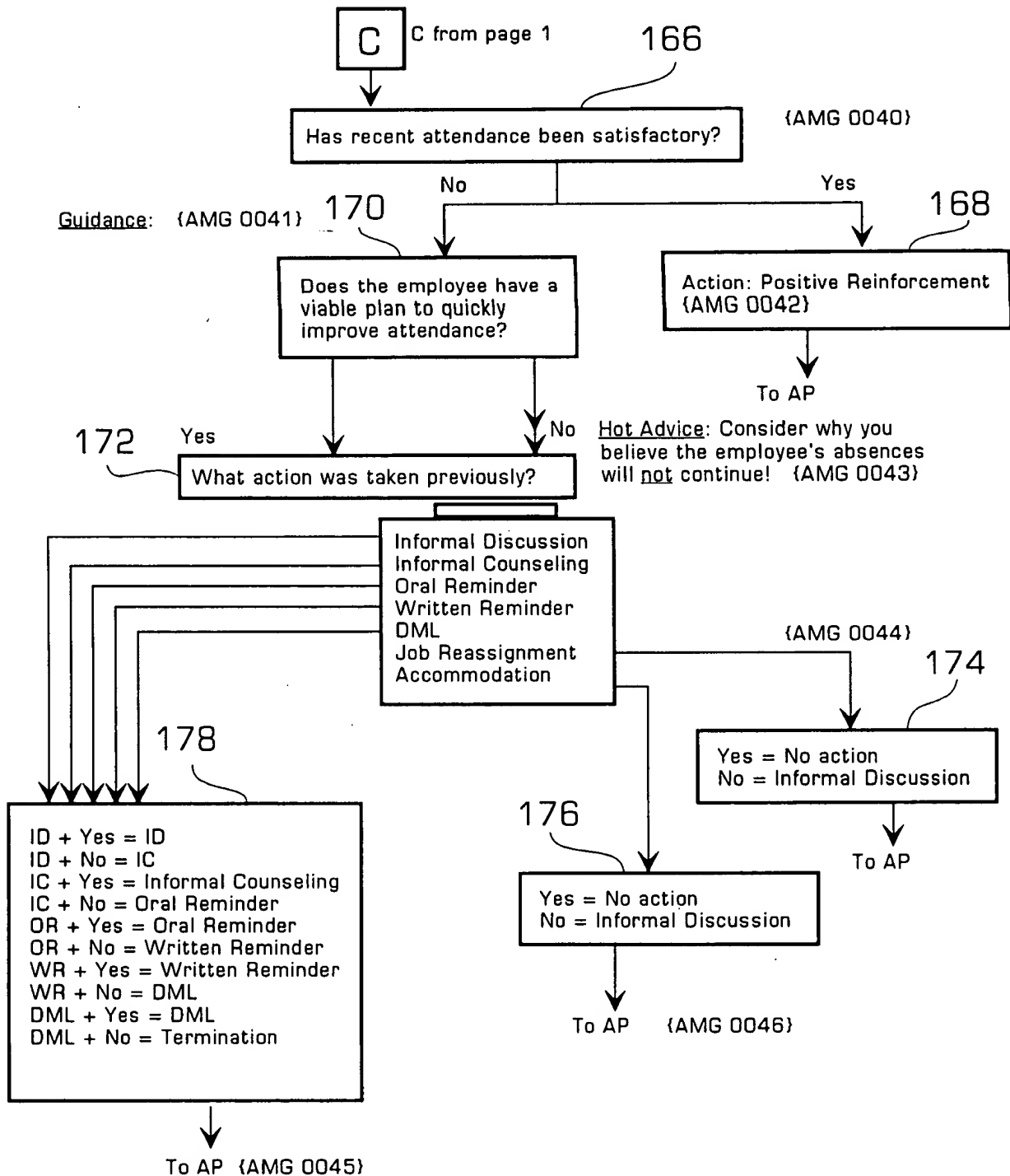


FIGURE 10

9/19

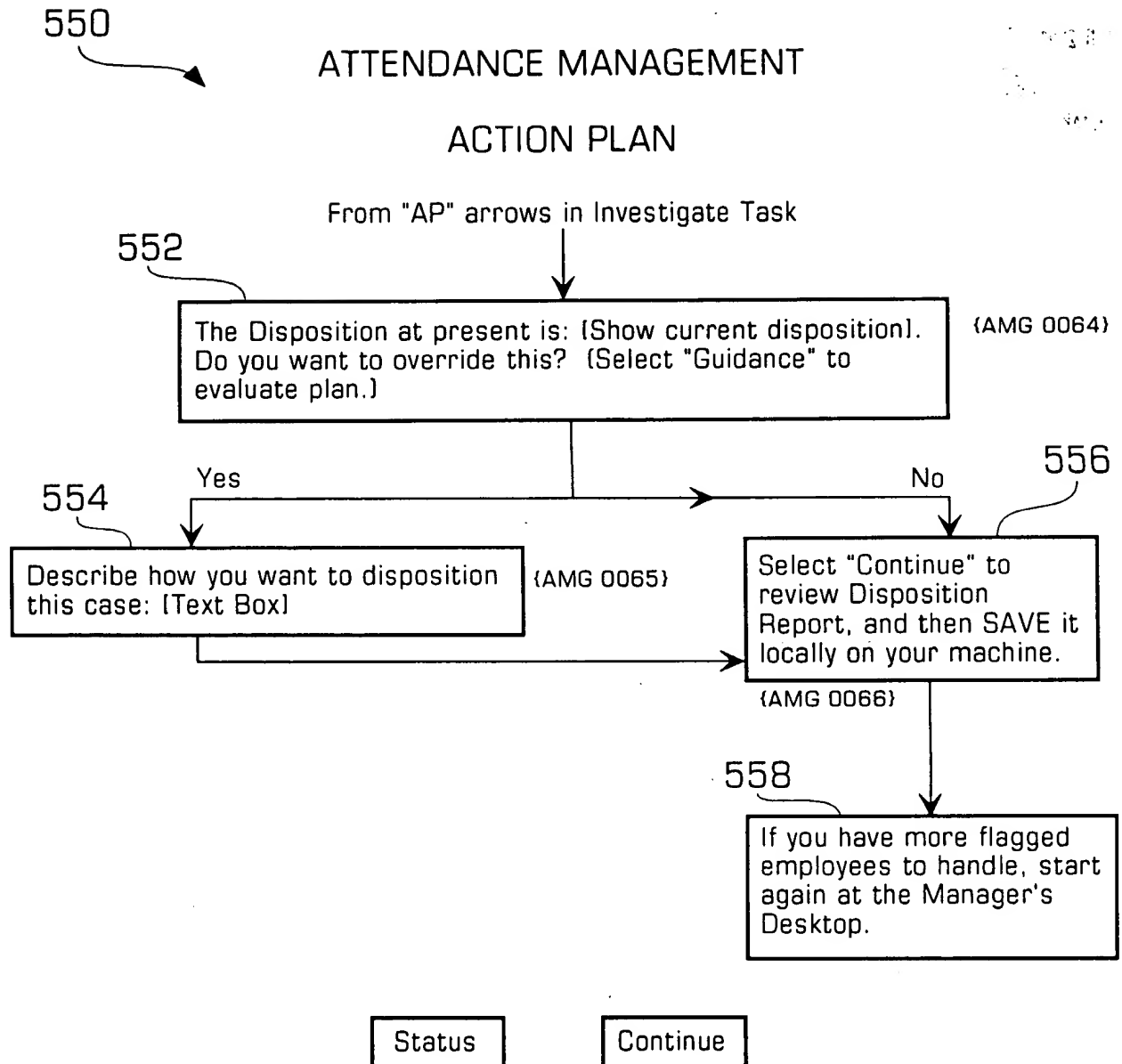


FIGURE 11

10/19

600

ATTENDANCE MANAGEMENT
Examples of Disposition Reports
[Separate report for each flagged employee]

<u>Disposition Report</u> <u>10/14/97</u>					}	602
<u>Employee</u>	<u>#</u>	<u>Org</u>	<u>Absence</u>	<u>Disposition</u>		
Jane Doe	2-55456	7-234	240 hrs YTD 160 hrs PTD	Not a problem		
<u>Disposition Report</u> <u>10/14/97</u>					}	604
Fred Klutz	1-33900	7-223	45 hrs YTD 40 hrs PTD	Not my employee		
<u>Disposition Report</u> <u>10/14/97</u>					}	606
John Smith	1-23678	7-234	50 hrs YTD 12 hrs PTD	Primarily excused absence Proper notice Proper certification Absence will continue Not a singular event Familiar with Attendance Policy Not a probationary employee No prior action No Disability Business impact: "Morale of group is affected, customers dissatisfied." Action Plan: Informal Counseling Override: "I do not plan to take any action."		

FIGURE 12

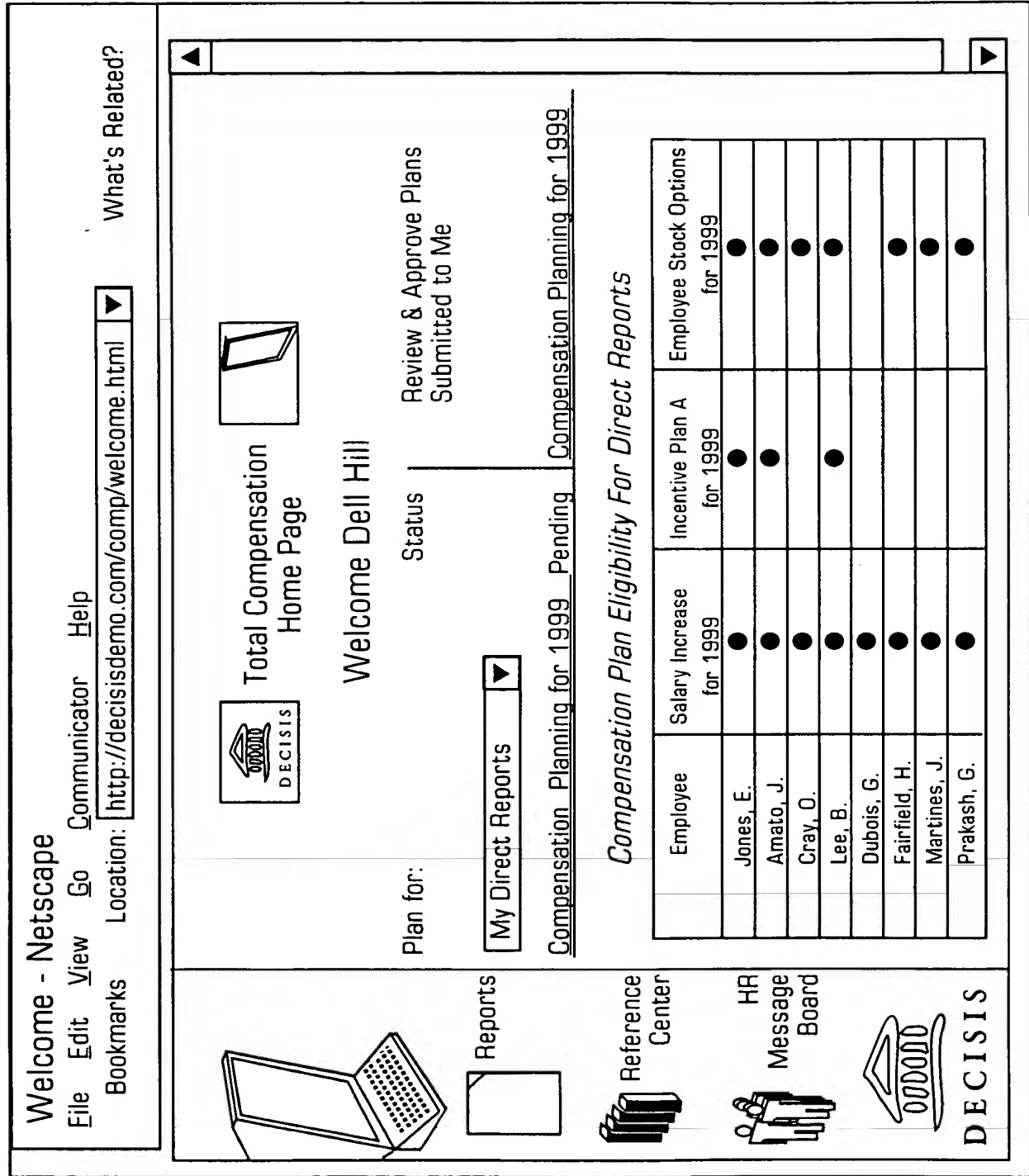


FIGURE 13

COMPENSATION PLANNING - ENG. SALARY FOR 1999

File Edit Tools Windows Help

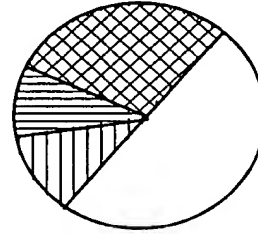
1. Rate Employees 2. Plan Employee Salary 3. Plan Employee Bonus 4. Plan Employee Stock 5. Review & Adjust

Enter employee's new performance rating:

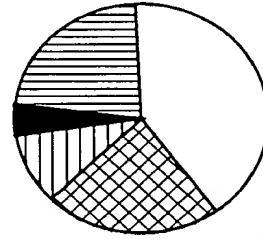
!	Employee	Prev. Perf. Rating	New Perf. Rating
	Jones, E.	Excellent	Excellent
	Martines, J.	Excellent	Exceeds
	Lee, B.	Excellent	Exceeds
!	Dubois, G.	Exceeds	Exceeds
	Cray, O.	Exceeds	Exceeds
	Amato, J.	Exceeds	Exceeds
	Prakash, G.	Exceeds	Meets
	Johnson, A.	Meets	Meets

Supporting Data and Analytics

Current Distribution



Recommended Distribution



Perf. Rating Distribution

Employee Detail

Group Comparison

Range Pos. by Perf. Rating

Currency: \$(US)

View Budget: Merit

Total: 30,720.00

Allocated: 43,375.00

Remaining: -12,655.00

FIGURE 14

670

678

679

COMPENSATION PLANNING - ENG. SALARY FOR 1999

File Edit Tools Windows Help

1. Rate Employees 2. Plan Employee Salary 3. Plan Employee Bonus 4. Plan Employee Stock 5. Review & Adjust

Enter employee's salary increase(s) as a dollar amount or percent of base salary. For promotions enter new job code and effective date:

Current Salary: \$50,000.00

Incr. % 6% or \$2760.00 \$2,760.00
 Merit Increase: or \$0
 Adjustment: or \$0
 Promotion: or \$0
 Total Increase: \$2,760.00 \$2,760.00
 New Salary: \$52,760.00

New Job Code Date

Exceptions:

! Below Job Minimum
! Hi Performer Low salary

Notes:

Supporting Data and Analytics - Jones, E.

Suggested Increase: \$2,760.00 - \$4140.00

Apply Suggested Increase

New Perf. Rating: Exceeds

Excellent	8-18%	8-14%	8-12%	8-10%
Exceeds	6-10%	6-9%	6-8%	6-7%
Meets	4-6%	4-5%	4-5%	4-4%
Below	2-4%	2-3%	2-3%	2-2%
Unacceptable	0-1%	0-0%	0-0%	0-0%

Salary Quart.: Salary Quart.: Salary Quart.:

Job Max

Market Reference

Job Min

Promotion

Merit

Current Salary

Salary

Perf. Rating Distribution

Employee Detail

Group Comparison

Range Pos. by Perf. Rating

Currency: \$(US) View Budget: Merit

Total: 30,720.00 Allocated: 43,375.00 Remaining: -12,655.00

672

674

676

13/19

FIGURE 15

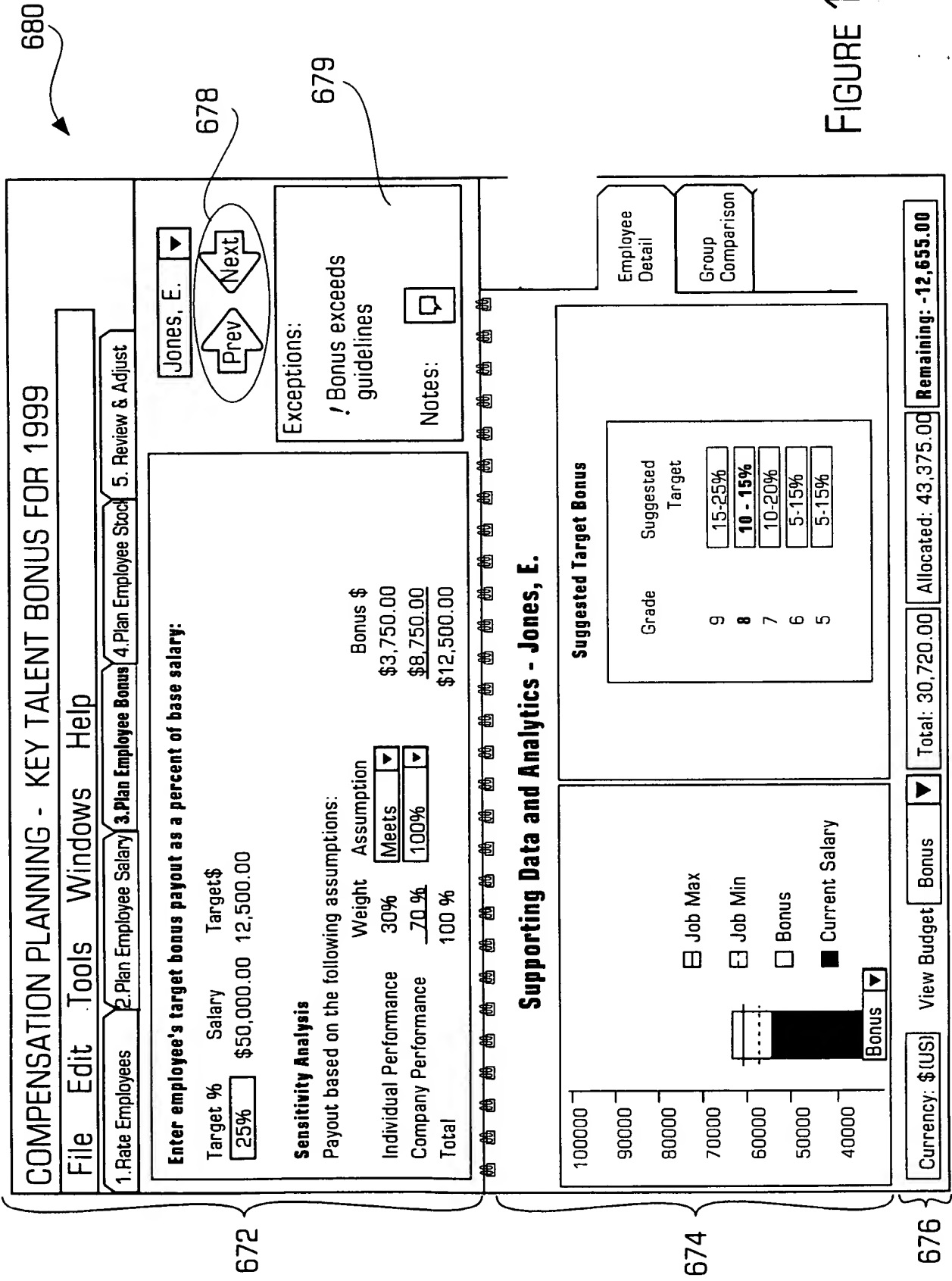


FIGURE 16

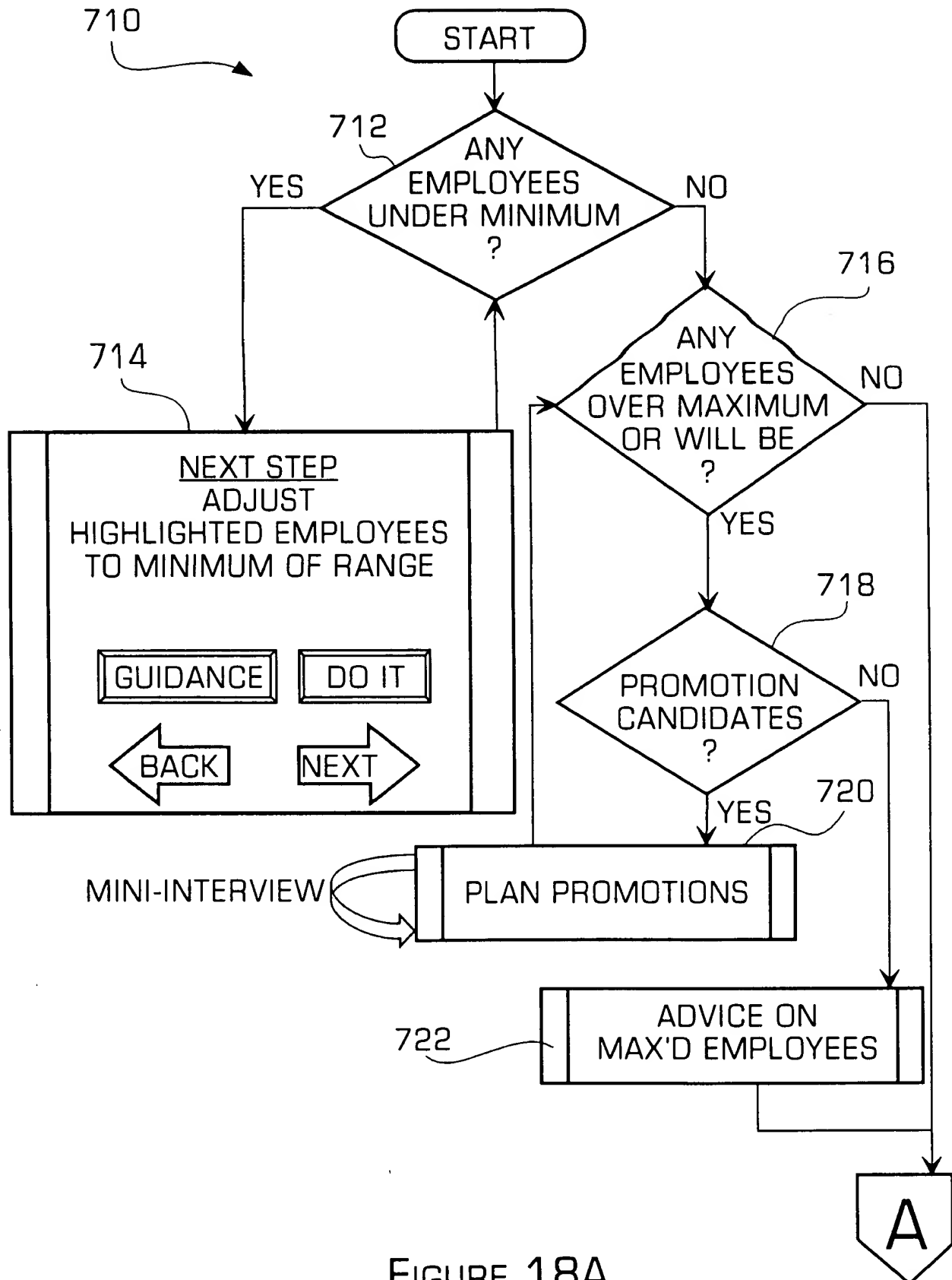
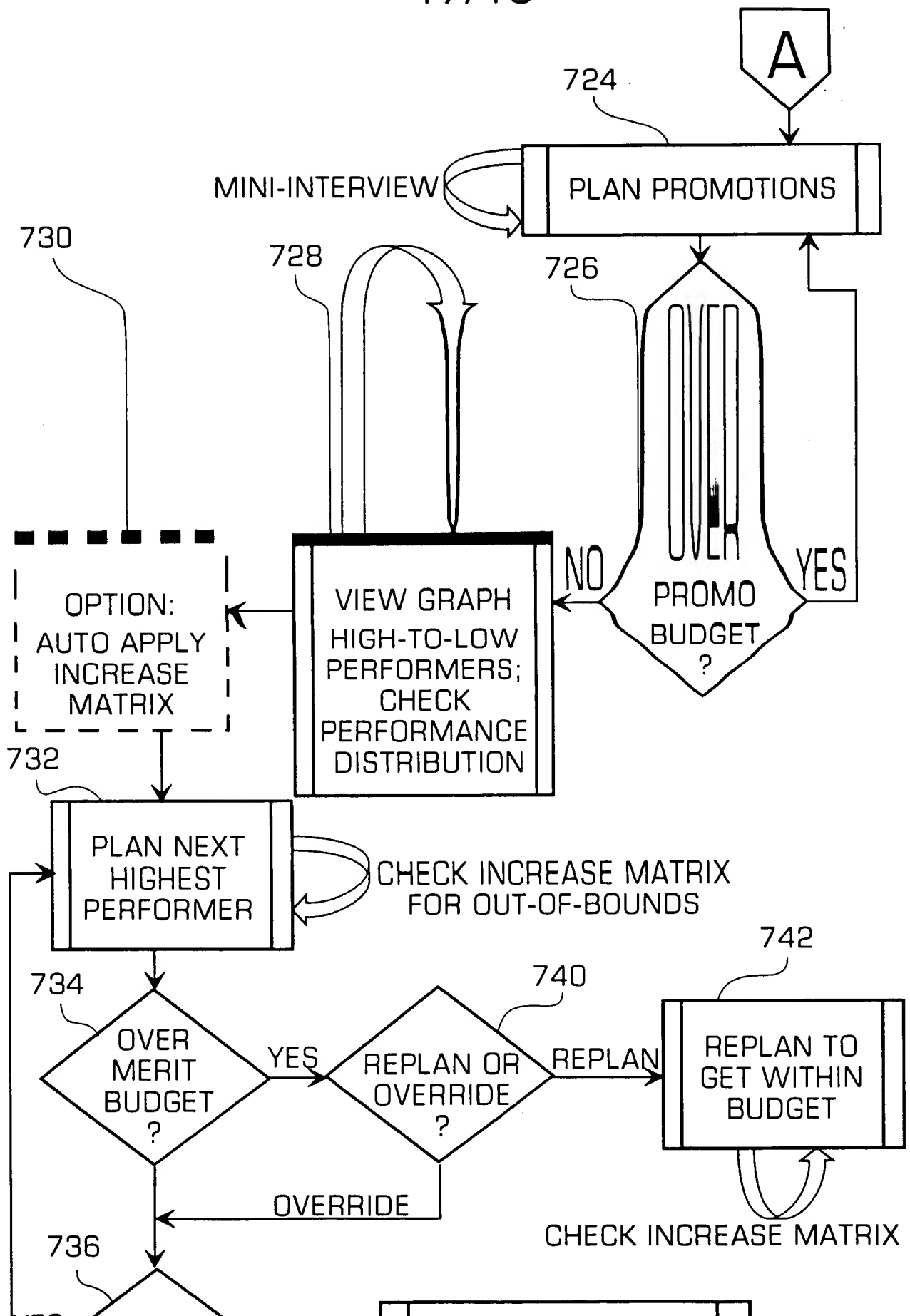


FIGURE 18A



GUIDANCE FOR STACK RANKING OPTION

"Stack ranking" is defined as a 1 - n ranking of employees based on their performance against their job description. It is not meant to be a ranking of their value to the company (that kind of ranking is sometimes called a "reverse layoff" list). Thus a junior engineer could be ranked higher than a senior engineer simply by virtue of doing his/her job better. Junior level employees who are ranked very high in their grade are often candidates for promotion to the next level in that job family (i.e., it is time to make their job more difficult). This usually results in them having a lower stack ranking and a lower performance rating in the next planning session.

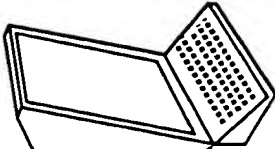



If you have employees in different salary ranges or grades, then you can first do the ranking within each grade. Then in order to merge the ranking into one overall list for your group, use the technique illustrated by this example:

E10 Employees: 1. Karen Feiding 2. Fred Klutz 3. Joe Smith 4. Irving Fazola 5. Jane Doe	E09 Employees: 1. Sam Spade 2. George Gap 3. Susie Emblem 4. Roberto Cruz	E08 Employees: 1. Fannie Farmer 2. Jim Keiper 3. Allan Jones 4. Anna Storm 5. Evan White 6. Bill Baker 7. Lavon Larue
---------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

To start the merge process on these lists, you choose which employee is the number one overall employee in how well they do their job. Obviously, the only candidates for this honor are the three employees who rank at the top of their respective grade ranking. In this case, the candidates for #1 overall are Karen Feiding, Sam Spade, and Fannie Farmer. So let's say you pick Fannie Farmer as the best at their job of those three. That puts Fannie on top of the overall stack ranking list. Then you pick the employee who ranks second overall. The candidates are Karen, Sam, and Jim Keiper because Fannie is already placed. Continue in this manner until you have a total merged list from 1 - n.

FIGURE 19

800

<p>Welcome - Netscape</p> <p>File Edit Tools Windows Help</p> <p>Back Forward Reload Home Search Netscape Print Security Stop</p> <p>Bookmarks Location: http://cronus/servlet/JITServlet?APN=CPAA/0001&av2B:1=1&av30:1=1&av32:1=1&display_name=Evelyn+Jones</p> <p>Instant Message Internet Lookup New & Cool JIT Menu</p>	
 <p>Frequently Asked Questions</p>  <p>Reference Center</p>  <p>Return to Application</p>  <p>DECIS</p>	<h2>Active Advice</h2> <h3>FOR TOTAL COMPENSATION</h3> <p>Alerts for Evelyn Jones:</p> <p><input checked="" type="checkbox"/> Merit Increase Over Increase Matrix Guidelines</p> <p><input checked="" type="checkbox"/> Above Market Range</p> <p><input checked="" type="checkbox"/> Above Range Position</p> <p>Alerts for Evelyn Jones:</p> <p>Merit Increase Over Increase Matrix Guidelines</p> <p>The planned Merit Increase for this Employee is over the Increase Matrix guidelines. Please review the suggested percent increase range in the appropriate cell of the Increase Matrix.</p> <p>There may be good reasons to go over the Increase Matrix guideline. For example:</p> <ul style="list-style-type: none"> • The Employee may be overdue for an increase (prorating); • You may be correcting an internal or external inequity; • The Employee may be at the high end of the performance category and you are compensating for the difference elsewhere in your plan (e.g. with another Employee's lower increase); • You may be moving a top performer aggressively to a more

19/19

FIGURE 20